



Assistant to the City Manager

City of Miami Gardens, FL. (109,700)

Posted Date: 1/07/14

Deadline: 1/21/14, or until filled

Starting Salary: \$65,978 min. to \$78,302 mid. / DOQ

Nature of Work:

This is responsible executive-level work assisting the City Manager in the effective and efficient operation of City government. Work is performed under the administrative direction of the City Manager or designee, and considerable independent judgment, discretion, and initiative are exercised in carrying out daily activities while delivering exceptional customer service. Work is reviewed by the City Manager or designee through conferences, reports, and observations of results obtained.

Minimum Requirements:

Bachelor's degree in business or public administration, journalism, communications, public relations or a related field and five (5) years of professional and administrative experience that includes public or business administration, communications or journalism; or an equivalent combination of training and experience. Must possess and maintain a valid Florida driver license and satisfactory driving record throughout employment.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
EOE M/F/D/V; Drug-Free Workplace